

Moving Checklist



Britannia

Quickmove

Ensure your co-ordinate your end of lease dates and notice periods for existing offices with new office availability dates, allowing time for any refurbishment or fit-out requirements.



Arrange for your office removal company to visit your old and new premises. Highlight what needs moving, any restrictions, areas that require special protection eg, lifts, walkways.



Book in removals company early and benefit from expert office move advice.



Order new office stationary and shred old office stationary.



Evaluate your new office requirements in terms of layout, space planning and ambience, pre-move works required.



Order removal crates and confirm delivery dates with your removals company.



Consider employing a professional office refurbishment company to create your new office within budget. This will ensure that the office looks good, functions well...and is ready on time.



Inform staff of removal details. Get them to clear out any unwanted items. Allocate specific jobs to individuals and give clear briefs, along with emergency telephone numbers of key people.



If you are preparing the new office yourself, ensure tradesmen are booked and co-ordinated to carry out work to required safety standards.



Inform neighbouring businesses at both your old and new office address, allowing them to prepare for any disruption the move may cause.



Check with current and future landlords about any move restrictions in terms of when the move can be conducted, usage of lifts, parking restrictions etc.



Inform suppliers, customers and other contacts of your new address and arrange for your website details to be updated at the time of the move.



Inform internet and telephone service providers of your requirements.



Ensure every item being relocated is labelled as instructed by your removals company and as in accordance with the new office floor plan.



Inform all other supply contracts, leases and service providers.



In moving week, re-confirm with your suppliers that your services will be connected as previously agreed.



Prepare an inventory of items to be moved, re-sold, recycled and bought.



In moving week, walk through the new premises with all involved in the move.



Take a careful look at office storage and files... how much can be shredded or archived before the move? The less you move the less your move will cost.



On moving day, ensure all items removed from old site as agreed and all items installed correctly in new office. Ensure all utilities are working correctly.



Consider I.T requirements. The I.T dept and removals company will need to agree an I.T relocation schedule and handling needs of sensitive equipment.



After unpacking, collate all empty crates and contact removals company to collect.



Consult your insurance broker to discuss insurance cover during the move.



Enjoy your new office!

